

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, AUGUST 16, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The August 16, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 P.M.

Present: President Lienau and Trustees Scott Baker, Nate Bell, Denise Bhirdo, John Clove, Pat Duffy, and Kathy Enquist.

Staff Members: Village Administrator Zeke Jackson, Finance Director Tasha Rass, and Assistant Administrator Janal Suppanz.

Others: Laddie Chapman, Greg Casperson, Jackson Parr and Rob Zoschke.

Approval of the Agenda and Minutes as published:

A motion was made by Duffy, seconded by Clove that the Agenda for the August 16, 2016 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

As to the minutes for the July 19, 2016 meeting of the Village Board:

A motion was made by Baker, seconded by Enquist that the minutes for the July 19, 2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.

Bhirdo noted that most of the items which are delineated on Lines 3 – 12 of the July 19th meeting minutes were not addressed at the August 9th Village Board Strategic Planning Session. It was the consensus that those items shall be referred to the appropriate Committees for consideration and/or recommendation.

As to the minutes for the July 29, 2016 meeting of the Village Board:

A motion was made by Baker, seconded by Enquist that the minutes for the July 29, 2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.

Comments and correspondence:

Lienau asked if anyone in the audience wished to comment regarding a non-agenda item. No one responded. He then asked if any correspondence had been received.

Bhirdo noted that in light of the adoption of the Door County Hazard Mitigation Plan she believes applicable referrals should be made to the appropriate Village committee(s). It was the consensus that this should occur.

Jackson noted that an e-mail which had been received from Wally and Debbie Sommer as well as his reply to that e-mail had been included in the meeting packets, and read those documents aloud. In their e-mail the Sommers refer to decibel readings they had obtained while concerts were being conducted at the Sister Bay Stage.

Letters which had been received from Susan Valentino and Kay Knapp were also included in the meeting packets, and Jackson read them aloud. In her letter Valentino, who owns a unit at The Yacht Club at Sister Bay, points out that people were making noise in Waterfront Park

1 at 12:15 A.M. on July 18, 2016, while Knapp commends Village officials for seeing that all the
2 upgrades were made to the waterfront.

3
4 Someone who identified themselves as “A Village Taxpayer” sent an e-mail to Jackson, and
5 in that document the taxpayer states that he or she believes several Village streets need
6 patching. Jackson noted that “cold patch” has been applied to some streets.

7
8 DNR officials requested that Lienau appoint a citizen from Sister Bay to attend a
9 Stakeholder’s Meeting at which the future of Plum and Pilot Islands would be addressed,
10 and the person who was appointed was John Bacon. Bacon provided a written report
11 regarding what had been presented at the Stakeholder’s Meeting, and Jackson read that
12 report aloud.

13
14 **Item No. 1. Discussion on a request from Pat Duffy to consider future funding for Marina**
15 **Fest as a part of the 2017 Budget; Consider a motion to direct staff to take appropriate**
16 **actions:**

17 Marina Fest, which has always been conducted on Labor Day weekend, was originally
18 started a number of years ago because Village officials wanted to celebrate the completion of
19 the Marina Expansion Project and give back to the community. Local non-profit
20 organizations were allowed to participate in Marina Fest, and for many of them that event
21 was and is one of their main fundraisers. Duffy noted that it is his understanding that in the
22 years following that first celebration Marina Fest was used as a mechanism to bring people
23 to the Marina over Labor Day weekend and keep them in the Village. Over the years the
24 event has ballooned in terms of expense and scope, and the Marina now invests between
25 \$12,000 and \$18,000 per year in it, which, in light of the Marina’s current finances is not
26 realistic. Marina Fest has been expanded to most of the waterfront and now takes place on
27 the Saturday and Sunday of Labor Day weekend. Last year the members of the Marina Fest
28 Committee sought to divest themselves of the event and offered the administration of it to
29 the SBAA and the Sister Bay-Liberty Grove Fire Department, but neither organization
30 expressed any interest in taking it over. Given the capital needs of the Marina, Duffy, who is
31 the Chair of the Marina Fest Committee, and Clove, who is the Chair of the Marina
32 Committee, are recommending that the General Fund pick up half of the costs related to
33 Marina Fest for 2016 and take that event over completely in 2017.

34
35 *Lienau asked each of the Board members what they thought about Duffy’s proposal.*

- 36
37
 - Bhirdo disagreed with the statement Duffy made that Marina Fest keeps people in
38 Sister Bay on Labor Day weekend, and stated that she believes Sister Bay would be
39 busy on that weekend anyhow. She also stated that Marina Fest is a nice event, but
40 does not feel it is appropriate to use taxpayer dollars to fund “a party”. She also does
41 not believe that the Village should be in “the event planning business”, especially in
42 light of the fact that Village employees’ benefits were recently reduced. One
43 compromise might be to reduce the scope of future Marina Fests.

44
45 Duffy responded, “If business owners don’t appreciate the efforts of the organizers of
46 Marina Fest, maybe Marina Fest should simply be discontinued.”.

1 Bell stated that he does not believe it is appropriate to do a budget amendment this late in
2 the year. He also stated, "If Marina Fest is costing so much, it maybe should go away."

3
4 Enquist stated that she definitely does not believe Marina Fest should be funded by the
5 Village. She firmly believes that festivals should pay for themselves. Maybe the Village is
6 "over festing". Baker agreed.

7
8 Clove stated that he believes it would be "catastrophic" if Marina Fest were to be
9 discontinued. There are not many weekends where people specifically come to Sister Bay to
10 attend a festival or special event. He has spoken with a number of business owners who
11 stated that their business was up substantially during Marina Fest last year, and it is his
12 understanding that a number of people purposely came to Sister Bay on the second day of
13 Labor Day weekend because Marina Fest activities had been scheduled.

14
15 Lienau noted that he does not believe it is appropriate to do a budget amendment year. He
16 also noted that if the Marina can't afford to run Marina Fest "something drastic" might have
17 to be done.

18
19 *Lienau, Baker, Enquist, Bhirdo, and Bell eventually agreed that no money should be withdrawn from*
20 *the General Fund to provide funding for Marina Fest in 2016, but that Duffy's funding request for*
21 *2017 shall be referred to the Finance Committee.*

22
23 *Jackson and Lienau noted that there is a local business owner who has expressed interest in operating*
24 *a beer tent on his property during Marina Fest, 2016. Clove and Duffy noted that a product offering*
25 *exclusivity clause has been in effect for many years on the Marina Fest grounds, and there already is a*
26 *non-profit organization which sells beer at Marina Fest, but they would not have any objections to*
27 *that business owner erecting a tent on his own property, especially since the area where he would like*
28 *to erect a tent is mentioned on his liquor license. The other Board members concurred.*

29
30 **Item No. 2. Discussion regarding creation of a Premier Economic Development District in**
31 **Sister Bay under the terms of Wisconsin Act 286; Consider a motion for action if**
32 **appropriate:**

33 As a result of the enactment of Wisconsin Act 286 a number of changes were made to the
34 alcohol license issuance regulations for municipalities throughout Wisconsin. One such
35 change precluded the counting of "outdoor" seating in order to qualify for a "300 Seat Class
36 B" Liquor License. In accord with the provisions of Act 286, if a "Premier Economic
37 Development District" is created in a community two additional "Class B" Liquor Licenses
38 may be issued, but in order to qualify for such a designation there must be \$20,000,000 in
39 new construction, and the district must encompass an area of less than 40 acres. The
40 following sites may qualify for inclusion in a "Premier Economic Development District", but
41 there are costs associated with the required research and plan generation: Stony Ridge, the
42 Old School property, the Braun Property, the Dahlstrom Property, the Gokey Property on
43 Mill Road, and the Casperson Property. The individual who has submitted an Offer to
44 Purchase for Lot 8 of the Braun Property has requested that the Village create a "Premier
45 Economic Development District". It would be possible to include the related expenses in the
46 additional Class B Liquor License fees.

1 *A motion was made by Bhirdo, seconded by Baker that the Village Board authorizes research and plan*
2 *generation for creation of a Premier Economic Development District in Sister Bay, on the condition*
3 *that the related costs shall be included in the additional Class B Liquor License fees. To that end an*
4 *applicable budget amendment shall be made, but no more than \$15,000 shall be withdrawn from the*
5 *Unassigned Fund Balance. Motion carried – All ayes.*
6

7 **Item No. 3. Consider a motion to discuss and confirm President Lienau's appointments:**

8 Lienau indicated that he didn't wish to recommend any appointments at this time.
9

10 **Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:**

11 Lienau gave the following oral report:

- 12 • The County's Administration Committee met today and decided that a referral will be
- 13 made to the Village regarding the possibility of implementing a Community Grant
- 14 Certification Program for provision of broadband services.
- 15 • By next month the annual pay and position review for all County employees should be
- 16 completed.
- 17

18 **Item No. 5. Review of the financial statements and consideration of a motion to approve**
19 **the monthly bills:**

20 Payment Approval Reports for the period July 9, 2016 through August 12, 2016 were
21 included in the meeting packets, and the Board members jointly reviewed those documents.
22

23 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which*
24 *were included in the meeting packets totaling \$241,000.02 are all approved. Motion carried – All ayes.*
25

26 **Item No. 6. Report by the Village Administrator on Village activities and projects:**

27 Jackson reported on the following issues:

- 28 • The beach is getting a lot of use and staff is working to develop narrative signage for
- 29 the beach.
- 30 • Engineering work is complete on the Harbor View Project.
- 31 • Construction is actively underway on the Stony Ridge Expansion Project. There are
- 32 some minor outstanding punch list items which have to be addressed on the previous
- 33 phase of construction, and he is following up on those issues. Two Code Enforcement
- 34 Letters have been issued, and if corrective measures are not taken by August 31, 2016
- 35 follow-up actions will be taken.
- 36 • Construction is underway on the final building in the Niagara Ridge Project.
- 37 • State approved plans have been received for the wayfinding signage. To date two bids
- 38 have been received for that signage. The Finance and Parks Committees will need to
- 39 consider the bids. The project has evolved from when it was first discussed and
- 40 conceptualized, and if the totality of it is to come to fruition more resources than were
- 41 originally budgeted will be required.
- 42 • Things are progressing well on development of the Braun Property but there are a
- 43 number of complexities which have arisen with respect to density given the
- 44 topography of the property. The development is consuming a vast majority of his
- 45 time.
- 46 • While much of what Village employees do is never seen by the public, there is an
- 47 incredibly immense volume of work product, citizen interaction, service delivery and
- 48 analysis which takes place behind the scenes, and it would not surprise him to see

every site identified in the Village's Redevelopment Plan completed by the end of 2018.

Committee Reports:

(1) Administrative Committee:

The Administrative Committee has not met recently.

(2) Communication and Technology Committee:

The Communication and Technology Committee has not met recently.

(3) Door County Coastal Byways Commission:

No action based on the minutes which were included in the meeting packets. Enquist distributed samples of the new Coastal Byway Coloring Books. To date those coloring books have been very well received.

(4) DCEDC:

The DCEDC met, but copies of the applicable meeting minutes have not been received yet.

(5) Economic Development Committee:

The Economic Development Committee has not met recently.

(6) Finance Committee:

The Finance Committee has not met recently.

(7) Fire Board and Fire District Exploratory Committee:

The Fire Board has not met recently.

The Fire District Exploratory Committee has not met recently.

(8) Historical Society:

The Historical Society met on August 4, 2016 and Susan Armour presented a marketing proposal. Fund raising will be done for the Barn Construction Project.

(9) Library Commission:

No action based on the minutes which were included in the meeting packets. The Library Commission met today but Enquist was not able to attend that meeting.

(10) Marina Committee and Marina Fest Committee:

The Marina Committee has not met recently.

The Marina Fest Committee met on August 10, 2016 and everything for this year is "on track".

(11) Parks:

No action based on the minutes which were included in the meeting packets.

1 **(12) Personnel Committee:**

2 The Personnel Committee has not met recently.

4 **(13) Plan Commission:**

5 No action based on the minutes which were included in the meeting packets.

7 **(14) SBAA:**

8 No action based on the minutes which were included in the meeting packets.

10 **(15) Youth Center:**

11 No action based on the minutes which were included in the meeting packets.
12 Attendance is quite good at the Youth Center, but more chaperones are definitely
13 needed. A Youth Center Meeting was conducted in August, but those minutes have
14 not been completed yet. The Youth Center will be open every weekend through the
15 Fall.

17 **(17) Tourism Zone Commission:**

18 No action based on the minutes which were included in the meeting packets.

20 **(18) Utilities - WWTP and Water, Sewer, and Storm Sewer Committees:**

21 The Utilities - WWTP and Water, Sewer and Storm Sewer Committees met on August
22 9, 2016 but those minutes have not been completed yet.

24 **(19) Administration/Compensation Oversight:**

25 The Administration/Compensation Oversight Committee has not met recently.

27 **(20) Waterfront Oversight**

28 The Waterfront Oversight Committee has been dissolved.

30 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
31 **§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral**
32 **or written advice concerning strategy to be adopted by the body with respect to litigation**
33 **in which it is or is likely to become involved, and Wis. Stats., §19.85(1)(e) to deliberate or**
34 **negotiate the purchase of public properties, the investment of public funds, or conduct**
35 **other specified public business, whenever competitive or bargaining reasons require a**
36 **closed session:**

37 *At 8:03 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene into*
38 *executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the*
39 *governmental body who is rendering oral or written advice concerning strategy to be adopted by the*
40 *body with respect to litigation in which it is or is likely to become involved, and Wis. Stats.,*
41 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*
42 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*
43 *a closed session.*

45 *A roll call vote was taken on that motion and the Board members voted in the following fashion:*

46 *Baker – Aye; Bell – Aye; Bhirde – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

48 *Motion carried.*

Item No. 8. Consider a motion to reconvene into open session:

At 9:11 P.M. a motion was made by Lienau, seconded by Enquist that the Village Board reconvene into open session.

Another roll call vote was taken on that motion and the Board members again voted in the following fashion:

Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye

Motion carried.

Item No. 9. Consider a motion to take action, if required:

A motion was made by Bhirdo, seconded by Bell that in accord with the Village Attorney's recommendation employees hired prior to October 23, 1995 shall be compensated for sick leave liability in the manner which was discussed in closed session. Motion carried – All ayes.

10. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

A tentative Committee and Board meeting schedule for creation of the 2017 Budget and 5 Year CIP was provided to the Trustees, and they jointly reviewed that document. A few revisions were noted and Jackson took note of all of them. He will see that a follow-up e-mail is sent to all the Trustees.

Adjournment:

A motion was made by Clove, seconded by Baker to adjourn the meeting of the Board of Trustees at 9:12 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,

Assistant Administrator